



# **Land Development Manual**

Volume I, Chapter 1

## **Project Submittal Requirements**

### **Section 1**

## **Guide to Project Submittal Process**

**May 2004**

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## **SECTION 1: GUIDE TO THE PROJECT SUBMITTAL PROCESS**

### **IMPORTANT STEPS TO PROJECT APPROVAL**

Following the basic steps listed below will assist you in completing your project submittal package and help lead you to a successful project approval. To assist you in determining the City of San Diego's planning, zoning, subdivision, and/or building regulations that apply to your project, a Parcel Information Checklist (DS-302) has been developed. The information on this checklist will be used at project submittal to determine the appropriate review for your proposed project. By evaluating this information prior to designing your project, you can avoid mistakes early in the process, save time, and reduce processing costs. The Parcel Information Checklist is required for all application submittals.

#### **Important Note:**

**Other permits, approvals, and fees may be required from outside agencies that are not handled by the City of San Diego Development Services Department, e.g. school districts, public utilities, County Health. Contact the appropriate agency for information on their procedures.**

#### **1. Determine the zoning designation of your property.**

Zoning is the legislative method by which land use, intensity of development, and site design and architectural design are controlled. Some zones apply to all or many parts of the City while other zones, such as those within Planned Districts, apply only to very specific sections of the City. Another type of zoning, called Overlay Zones add special regulations to the underlying zone. The first step in determining the zoning regulations that apply to your property is to find your site on the Official Zoning Maps. These maps show the base zones, planned districts, and overlay zones for all property in the city.

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Development and Permit Information staff, located on the 3<sup>rd</sup> floor of the Development Services Center, can assist you in obtaining the zoning information for a particular parcel. You will need to provide the project address (if available), legal description or Assessor's Parcel Number. You may request zoning information by:

- Phoning the Development Services Department general information line at (619) 446-5000.
- In person, by visiting Development and Permit Information staff on the third floor of the Development Service Center. Appointments are recommended. Call (619) 446-5300 for an appointment.
- Fax by completing Part I of the Development and Permit Information Customer Request (DS-5715) or Zoning Information by fax (DS-1801).

#### **2. Determine what uses are allowed on your property.**

After you have determined your zoning, refer to Municipal Code Chapter 13, Article 1, Divisions 1-6 to find the uses permitted in each zone. Divisions 2-6 contain use regulations tables that list the permitted uses for each zone, uses that are allowed with specified limitations, and uses that require a use permit. If your property is located

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within an overlay zone, you will also need to refer to Chapter 13, Article 2 to find any supplemental regulations. If your property is in a Planned District, refer to Chapter 10, Article 3, Divisions 1-22, and Chapter 15 for permitted uses.

### **3. Identify regulations governing the size and scale of development.**

To find the basic development regulations that apply to your site, refer to the development regulations tables in Municipal Code Chapter 13, Article 1, Divisions 2-6. These regulations govern the size and scale of development and include requirements for lot size, setbacks, structure height and permitted density. Each division contains a development regulations table that lists the basic development regulations for each base zone. The tables also refer to other sections in the Municipal Code that contain additional regulations that are applicable in the base zone. If your property is in a Planned District refer to Chapter 10, Article 3, Divisions 1-22, and Chapter 15 for property development regulations.

### **4. Identify other development regulations that apply to your property.**

Once you have found the use and development regulations for your base zone and any overlay zones, if applicable, look in Municipal Code Chapter 14 for additional city-wide, general development regulations that apply in all zones. All development is subject to the general development regulations in Chapter 14, Article 2, whether or not a permit or other approval is required. This article includes regulations for grading, drainage, fences, landscaping, parking, equipment screening, loading areas, outdoor storage, and signs. If the regulations require that you obtain a permit for certain types of development, an applicability table will refer you to the appropriate sections within each division for the type of construction or development permit needed.

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### **5. Determine if your property contains environmentally sensitive lands.**

Environmentally sensitive lands include sensitive biological resources, steep hillsides, sensitive coastal bluffs, coastal beaches, and special flood hazard areas. If you are developing property that contains environmentally sensitive lands, refer to Municipal Code Chapter 14, Article 3, Division 1 for the supplemental regulations.

If any portion of your property contains environmentally sensitive lands, you will be required to provide more information to assist City staff in determining the type of permit you will need. Development and Permit Information staff can assist you in determining if your property is identified on any of the resource maps, i.e., sensitive vegetation, 25% slopes, sensitive coastal resources, or special flood hazard areas. Call (619) 446-5300 for a Development and Permit Information appointment.

If your property contains environmentally sensitive lands and you do not qualify for exemption pursuant to Municipal Code Section 143.0110(c), you will need to obtain either a Neighborhood Development Permit or a Site Development Permit. To determine which type of permit you need refer to Table 143-01A Applicability of Environmentally Sensitive Lands Regulations in Municipal Code Section 143.0110.

If you can qualify for an exemption pursuant to Municipal Code Section 143.0110(c), you will not be required to obtain either a Neighborhood or Site Development Permit. If the exemption you qualify for is 143.0110(c)(1), you will be required to provide a statement on the site or grading plan signed by the property owner acknowledging that “the development activity will not encroach into the environmentally sensitive lands during or after construction and that further development on the property is not permitted unless the development is reviewed and approved pursuant to Chapter 14, Article 1, Division 1 of the Municipal Code.”

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### **6. Determine if your property contains historical resources.**

City Staff must determine if your proposed project site contains one or more elements of a historical resource and then further if a site-specific survey is required to properly evaluate the resource(s). A Historical Resource maybe in the form of buildings, structures, objects, archaeological sites, historical districts, historical landscapes, and traditional cultural properties. Municipal Code Section 143.0212, together with the Environmental Review Process under the California Environmental Quality Act (CEQA) requires a review for these resources. If your project site is identified on the Historical Resource Sensitivity Maps and involves site grading or demolition or external alteration of a structure that is 45 or more years old, then your project is subject to this review and additional submittal information will be requested. This determination is made based on the three steps as follows:

#### **a. Step 1 - Initial Determination**

Determination of a need for a site-specific survey is made by staff based upon the required Parcel Information Checklist submitted as part of the General Application Package. If the development area is on the Historical Resource Sensitivity Maps and is proposing soil excavation, or if the project proposes external of a structure that is 45 years or more old, go to Step 2.

#### **b. Step 2 – More Information Required (if required by Step 1**

Based on photographs of the site and each building façade, records of building permits or sewer and water permits, and the Building Record from the County of San Diego Assessor's Office, City staff will determine if a site specific survey is required. In addition, if your site involves soil excavation and is on the Historical Resource Sensitivity Maps then

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staff may (if the site is on or directly adjacent to a known archeological site) require as-built grading plans or a topographic survey of the existing site and a photographic site survey that includes photographs taken from the project boundaries at four or more locations to evaluate for impacts to archaeological resources.

#### **c. Step 3 – Site Specific Survey**

Based on the information submitted at Step 2 and review of in-house research materials, City staff will determine if a site-specific survey is required. When a site-specific survey is required, it shall be conducted in such a manner as to determine the presence or absence of potential historical resources consistent with Chapter III of the Historical Resources Guidelines of the Land Development Manual. Additional submittal requirements may be identified as part of the site-specific survey process. If potential historical resources are identified, then the proposed project is referred to the Historical resources Board for possible designation.

### **7. Identify Model Code Requirements.**

Model Codes are adopted by the City of San Diego to safeguard life, health, property and public welfare. The provisions of these codes apply to the construction, alteration, moving, removal, demolition, repair, conversion, maintenance and use of all buildings or structures in the City of San Diego. The model codes used by the City of San Diego are: the California Building Code, California Mechanical Code, California Plumbing Code, California Fire Code, California Electrical Code and the State of California Energy Conservation requirements (Title 24). Early identification of the requirements during the conceptual design state may save delays during final construction permit stages.

## **Project Submittal Requirements**

### **8. Determine the type of permit/approval review**

The Municipal Code establishes four categories of permit/approval types: Construction Permits, Development Permits/Approval, Subdivision Approvals, and Policy Approvals. Before proceeding with a Construction permit application, it is important that you verify if a Development Permit, Subdivision Approval, or Policy Approval is required for your proposed development. These approvals must be obtained before a construction permit may be issued.

- **Construction Permits:** Construction permit review is a review of final or construction plans. The decision maker's review is administrative or ministerial – the permit is approved if the regulations are met or denied if the regulations are not met. There is no public hearing or public noticing of these projects.
- **Development Permits/Approvals:** Development permit review is a review of architectural and site design plans. The decision maker must exercise some discretion in determining whether the proposed development meets the applicable regulations, standards, and guidelines. A public hearing is required for projects subject to development review where the appropriate decision maker decides on the project. If a Development Permit/Approval is required, it must be approved before a Construction Permit can be issued.

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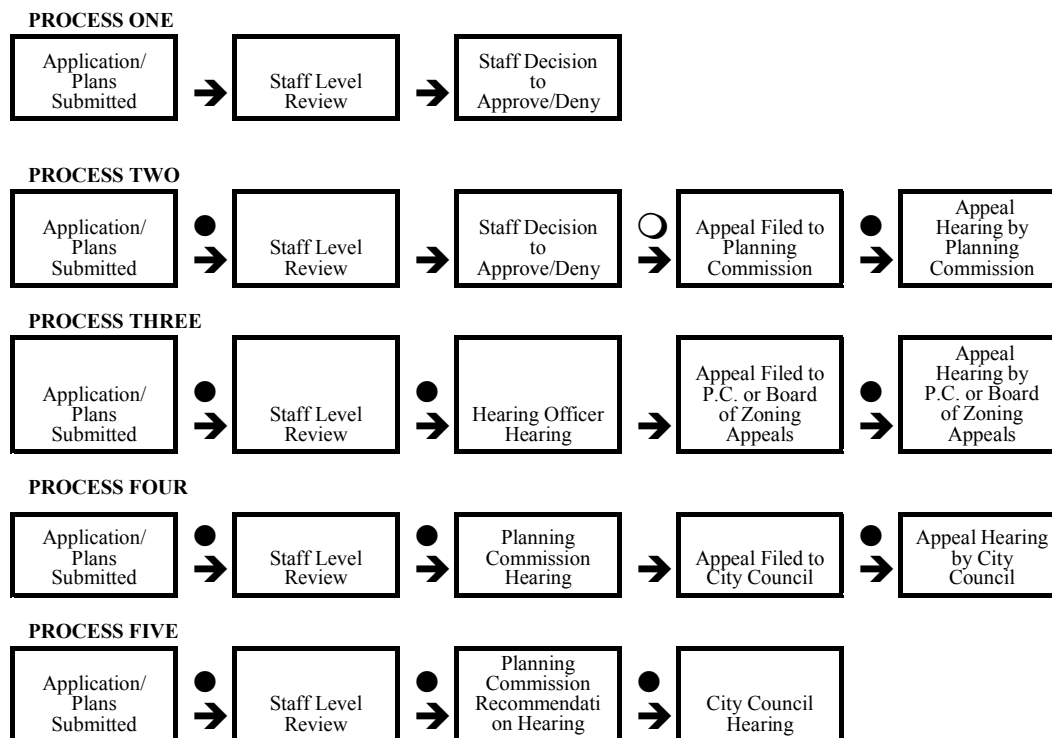
- **Subdivision Approvals:** Subdivision approvals regulate the division of lands and the associated design of improvements, and the acquisition and vacation of public rights-of-way and public easements with the City. Some subdivision approvals are administrative and do not require a public hearing. Some are discretionary and require a public hearing.
- **Policy Approvals:** Policy approvals involve requests to amend existing City policies such as changing the zoning designation of a site or amending a community plan. These types of approvals require a public hearing.

Refer to the Permit/Approval Table on page 10 for a complete listing of all the permit/approval types identified in the Municipal Code.

### **9. Determine the Decision Process.**

Applications for permits, maps, and other approvals are reviewed through one of the five decision processes depicted in the Decision Processes and Notices diagram. The zoning, conditions of the site, and proposed project determines the process that is followed for each application. For more information on these processes, refer to Municipal Code Chapter 11, Article 2. If more than one type of decision process is required for your project, then the decisions are consolidated (except for Process One decisions) and taken to the highest decision level.

## Decision Processes and Notices



## Key

- Public Notice to Property Owners and Tenants within 300 Feet and to Community Planning Groups
- “Limited” Notice to Applicant and Anyone Requesting Notice

Typically, projects that fall under Process One, Two or Three take less time and cost less money than projects that fall under Process Four or Process Five. Applicants should be familiar with thresholds in the development regulations that determine the decision processes. If you can design your project to fall under one of the lower decision processes, it could save substantial time and money in the review and approval process.

### 10. Determine the Review Process

Most projects are required to be submitted into plan review. There are some minor projects, however, that can be reviewed over-the-counter, by appointments. Some of the more common minor projects include:

- Construction permits for single-story, single-dwelling unit additions (see Information Bulletin 140, “How to Obtain a Permit to Build a Residential Addition” and accessory structures for single-dwelling units (carports, patio covers, fences, retaining walls using City of San Diego standard designs, etc.)
- Construction permits for minor interior remodels for commercial tenant improvements. (See Information Bulletin 147, “How to Obtain Permits for Commercial Tenant Improvements.”)
- Standard public improvements as identified on Information Bulletin 165, “How to Obtain a Standard Public Improvement Permit.”



For clarification on which projects can be reviewed over-the-counter, make an appointment with Development and Permit Information at (619) 446-5300.

### **11. Determine the Project Submittal Requirements and Schedule Your Submittal Appointment.**

Using the information you have gathered to this point, refer to the applicable sections of this publication to determine the forms, documents, and plans that must be submitted for project review and approval.

It is necessary to evaluate all projects being submitted to ensure that all of the required information is provided to review the project. This is known as the completeness review. In most cases the completeness review can be done while you wait. Once it is determined that your submittal is complete (including correct number of sets), you can pay your fees or deposits and your application is fully submitted.

Some projects (as identified in Sections 2-6 of the Project Submittal Requirements Manual) will need to go through a Submitted Completeness Review. The Submitted Completeness Review allows staff more time to review the plans/documents for the required detail, customize the number of copies needed, and set up the project for review. After the Submitted Completeness Review, staff will notify the applicant via fax, phone or US Mail whether the application is ready to be fully submitted or whether additional information or clarification is required.

Submittal appointments are recommended and can be made by phoning (619) 446-5300. Please describe your project in detail so that the correct type of appointment can be scheduled.

## **12. What Happens Next?**

### **Plan Review**

Once you have successfully submitted your application, plans, documents, etc., and have paid the required fees or deposits, City staff can begin their review. Your project will be assigned a Project Manager who will be your single point of contact for any questions you may have. The Project Manager will ensure that your plans are routed to appropriate City staff for review and comment. The review time could range anywhere from two to four weeks or longer, depending on the complexity of your project.

As each reviewing discipline has completed their review, they will route the plans, their issues (if not approved), and a "Submittal Requirements" report (if required to resubmit) to our Plan Pick-up area on the third floor of the Development Services Center. The point of contact for the project will then be notified by US Mail, electronic mail, or fax (depending upon the preferred method of communication provided at the time of submittal) that your plans are ready to be picked up. If you have been assigned a Development Project Manager to actively manage your project, they will evaluate the comments received from the various reviews and forward you a project status letter detailing any outstanding issues.

### **Environmental Review**

As part of the review process for your project, it will be determined if your project is subject to environmental review. All development activities that are subject to Process Two, Three, Four, or Five Decisions require compliance with the California Environmental Quality Act (CEA), i.e., discretionary review triggers CEQA. The purpose of CEQA is to provide accurate, objective, timely, and orderly

evaluation and disclosure of potential environmental effects of proposed projects to the decision makers, e.g., Hearing Officer, Board of Zoning Appeals, Planning Commission or City Council. The application for a development permit also serves as the application for environmental review. First, the environmental staff will identify if a CEQA exemption can be granted. If not, an environmental initial study will be conducted to identify any potential environmental issues that may be associated with the project and to determine what type of environmental document will need to be prepared. For more information, please refer to Municipal Code Chapter 12, Article 8, Divisions 1-3 and Information Bulletin 401, "Overview of the State of California and Federal Environmental Process."

**Infrastructure Requirements Identified**

As part of the review process and based on the scope and details of your project, City staff will determine the infrastructure improvements (i.e., sidewalk, street or alley improvements, bus stops, pedestrian ramps, etc.) that may be required for your project. Fronting public improvements are required to be brought up to current City standards or to mitigate impacts of the new development in accordance with Chapter 14, Article 2, Division 6 of the Municipal Code and Council Policies 600-02, 600-03, 600-04 and 600-10.

**Permit Issuance**

For construction permits and ministerial engineering permits, the permits can be issued once all clearances have been approved. You will receive an Inspection Record card at the time of permit issuance. The Field Inspector signs this card as the construction is inspected and approved.

For development permits and other approvals requiring a public hearing, the permit cannot be issued until the hearing body approves the project and the permit is recorded in the Office of the County Recorder of San Diego County as set forth in Section 126.0106 of the Municipal Code. At this point, you can proceed with the construction permit stage.

If you have any questions regarding the regulations contained in the Municipal Code, the Land Development Manual, or the Submittal Requirements Manual, contact Development and Permit Information by phone at (619) 446-5000 or you can make an appointment by phoning (619) 446-5300 to obtain the information in person on the third floor of the Development Services Center, 1222 First Avenue.

**OPTIONAL PROJECT REVIEW SERIES**

The optional review services below are offered to save you time in the plan preparation process. These services offer an opportunity for you to submit limited information and get preliminary feedback from staff regarding a potential project or modification to an already approved project. This can be done prior to formal submittal for a required approval, allowing you to determine how you would like to proceed in processing your project with the City.

**Preliminary Review**

Preliminary review helps you obtain the answers that you need to determine the feasibility of your development project and to be successful in submitting the project for City review.

Preliminary Review is a voluntary, fee-based service. (See Information Bulletin 503 for Preliminary Review Fees.) This service is offered prior to your formal submittal to the City for required permits and review. For complete information on the preliminary review service and for the Preliminary Review Questionnaire, see Information Bulletin 513, "Preliminary Review."

**Substantial Conformance Review**

Substantial Conformance Review is a voluntary service available to customers who are proposing to modify their projects after a discretionary permit has been approved by the City. If the only prior discretionary action, however, was a tentative map or vesting tentative map, and a final map for the project has been approved, then this service is not available.

The goal of substantial conformance review is to determine if the change proposed for a project

is consistent and in conformance with the previously approved permit. This service is offered to allow customers to provide only the information needed to make a conformance determination, without having to go to the expense of preparing complete construction documents. The process does not include a review for conformance with other City regulations, which is performed when and application for a construction permit approval such as a building, grading, or public improvement permit is made.

Instead of Substantial Conformance Review, customers may choose to include their project changes as part of a complete construction permit application (building permit, grading permit, public improvement permit, etc.). Staff will review the project change for conformance with the prior permit as part of the process of checking the plans against applicable regulations. If the project changes are not deemed to be in conformance with the previously approved discretionary permit, minor to significant project redesign or an amendment to the previously approved permit may be required. The project customer makes the choice to risk a full construction permit submittal, or to opt for the more tailored Substantial Conformance Review service,

Substantial conformance review is a voluntary, fee-based service. (See Information Bulletin 503 for Substantial Conformance Review Fees.) This service is offered prior to your formal submittal to the City for required construction permits. For complete information on Substantial Conformance Review, see Information Bulletin 500, "Substantial Conformance Review."

**Public Project Assessment**

This optional service is intended to assist public project applicants in determining required permits and approvals and to provide an environmental assessment of the project. Public projects are defined as a project originated by a City department or lessee or a project located on City-owned property. Many public projects require a City Council or City Manager action

that subjects the project to the California Environmental Quality Act (CEQA) review process. The Assessment of Public Projects is a vehicle to assist the applicant in obtaining information on any necessary permits and required CEQA documentation. For complete information on the Public Project Assessment service, see Information Bulletin 510, "Assessment of Public Projects."

## PROJECT SUBMITTAL REQUIREMENTS

Once you have identified all the applicable regulations and have designed your project accordingly, you are ready to prepare your submittal package. The table below provides a listing of all permit/approval types, the corresponding Municipal Code section that will tell you when that type of permit/approval is required, and which sections of this manual contain the information you will need to submit your project. For example, if you are applying for a building permit you would reference Municipal Code Section 129.0202 to find out when a building permit is required. You would then turn to Section 2 of this manual, titled Construction Permits – Structures, to find out which items you need to submit.

You can use the Submittal matrices and the Minimum Submittal Requirements Checklists

found in each section to identify the forms, documents, and plans that are required for certain types of permits and approvals. The Submittal Matrices are easy-to-use tools to help you quickly identify the number of items you need to submit to the City. The Submittal Requirements Checklists provide a detailed description of what the content of each of the required forms, documents, and plans must be. You can also refer to the Information Bulletins referenced in the Submittal Matrices that provide further information. If you still have questions regarding why you need to submit a certain item, you can obtain a pre-submittal appointment by phoning (619 446-5300 or request a Preliminary Review. Keep in mind that the completeness of your submittal package will help the reviewing disciplines expedite the processing of your application.

### Permit/Approval Table

Permit/Approval	When is it required? (Code Section )	Decision Level	Submittal Manual Section
Amendments to Development Permits and Tentative Maps	126.0113	Process 2, 3, 4, or 5	Section 4
Building Permit	129.0202	Process 1	Section 2
Certificate of Compliance	125.0210	Process 1	Section 5
Certificate of Correction	125.0140	Process 1	Section 5
Coastal Development Permit	126.0702	Process 2 or 3	Section 4
Conditional Use Permit	126.0303	Process 3, 4, or 5	Section 4
Dedication of Right-of-way	62.0205	Process 1	Section 5
Demolition/Removal Permit	129.0502	Process 1	See Information Bulletin 710, "Permit Instructions, Procedures for Building Demolition/Removal"
Designation of Historic Resource	123.0202	Process 4 (modified)	Section 6
Development Agreements	124.0102	Process 5 (modified)	Section 6
Easement Abandonments	125.1010	Process 5	Section 5
Electrical Permit	129.0302	Process 1	Section 2
Encroachment Maintenance/Removal Agreement	62.0301	Process 1,2 or 5	Section 3
Extension of Time	126.0111	Process 3, 4 or 5	Section 4
Final Map	125.0610	City Council	Section 5

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<b>Permit/Approval</b>	<b>When is it required? (Code Section )</b>	<b>Decision Level</b>	<b>Submittal Manual Section</b>
Grading Permit	129.0602	Process 1	Section 3
Land Use Plans/Local Coastal Program Amendment	122.0102	Process 5	Section 6
Limited Uses	Ch. 13, Art. 1, Divs. 1-6	Process 1	Section 2
Lot Line Adjustment	125.0310	Process 1	Section 5
Map Waiver	125.0120	Process 3	Section 4
Neighborhood Development Permit	126.0402	Process 2	Section 4
Neighborhood Use Permit	126.0203	Process 2	Section 4
Parcel Map	125.0510	Process 1	Section 5
Parking Lots (Building Permit) adding 4 or more parking spaces	142.0505, 142.0402	Process 1	Section 2
Planned Development Permit	126.0602	Process 3, 4, or 5	Section 4
Planned District Approvals (Site or Neighborhood Development Permit)	Ch. 10, Art. 3, Divs. 1-22	Process 2 or 3	Section 4
Plumbing/Mechanical Permit	129.0402	Process 1	Section 2
Public Right-of-Way Permit	129.0702	Process 1	Section 3
Public Right-of-Way Use Permit	126.0902	Process 4	Section 3
Public Right-of-Way Vacation	125.0910	Process 5	Section 5
Reversion to Acreage	125.0810	Process 5	Section 5
Rezoning	123.0102	Process 5	Section 6
Sign Permit	129.0802	Process 1	See Information Bulletin 111, "General Procedures, Sign Plan Check to Permit Issuance"
Site Development Permit	126.0502	Process 3, 4, or 5	Section 4
Street Name Change	Council Policy 600-12	Process 4 or 5 (modified)	Section 5
Substantial Conformance Review	126.0112	Process 2 in the Coastal Overlay Zone Process 1 elsewhere	See Information Bulletin 500, "Substantial Conformance Review"
Subdivision Improvement Agreement	144.0430	Process 1	Section 3
Temporary Construction Permit	129.0117	Process 1	Section 2
Temporary Use Permit	123.0401	Process 1	Section 2
Tentative Map / Vesting Tentative Map	125.0410	Process 3, 4, or 5	Section 4
Variance	126.0802	Process 3	Section 4
Zoning Use Certificate	123.0302	Process 1	Section 2